

EDITED KSAPC LISTING

CLASSIFICATION: PRINCIPAL ARCHITECT

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
<i>Knowledge of:</i>	
K1.	Advanced knowledge of architecture, theory, practices, building codes, details of planning and designing of a variety of building and project types and groups of buildings needed in order to plan and direct the functions of planning, design and production of construction documents for the department
K2.	Comprehensive knowledge of building materials, systems and methods of construction to effectively produce project planning and construction documents.
K3.	Basic knowledge of construction costs and estimating techniques in order to ensure that the estimates are complete and consistent with the project design.
K4.	Comprehensive knowledge of civil, structural, electrical, and mechanical engineering as related to buildings and project design to properly develop and coordinate all the elements required for a complete design.
K5.	Comprehensive knowledge of the methods of project, organization and resource management for proper development and production of construction documents and other design products.
K6.	Basic knowledge of the principles of budgeting in order to support and implement departmental and divisional budgets necessary to support divisional operations.
K7.	Comprehensive knowledge of the principles of budgeting as related to the capital outlay process in order to deliver the projects within the Department's budget.
K8.	Basic knowledge of a manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives and maintain a work environment free of discrimination and harassment.
K9.	Comprehensive knowledge of organizational and personnel management practices and principles in order to recruit, develop, and retain qualified professional staff necessary to produce project construction documents and other design products.
K10.	Basic knowledge of personal computers and software to effectively prepare various construction documents, reports, correspondence, spreadsheets, etc.
K11.	Comprehensive knowledge of departmental design and construction standards and operating procedures to produce project construction documents and other design products.

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KSAPC Statements Ability to:	
A1.	Make and analyze comprehensive architectural designs to provide final oversight of projects developed by design section.
A2.	Present information clearly and effectively in pictorial and written forms to communicate effectively.
A3.	Analyze situations or data accurately and develop an effective course of action to effectively manage an organizational division/program.
A4.	Direct the work of a group of architectural and engineering professionals in the design and management of projects to effectively produce construction documents and other design products.
A5.	Effectively contribute to the Equal Employment Opportunity objectives to ensure a discrimination free work environment.
A6.	Utilize electronic databases to monitor/manage work schedules and resources.
A7.	Develop and set schedules to meet management and department objectives.
A8.	Establish and maintain professional relationships with staff, consultants, contractors, and representatives of governmental agencies, facility personnel and others to gain cooperation.
A9.	Display leadership, make decisions, be creative, take initiative and be flexible.

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KSAPC Statements

Skill to:

S1.	Safely maneuver about and around construction environments (e.g., uneven ground, trenches, cords, wires, rebar, etc.) in order to inspect construction sites.
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KSAPC Statements <i>Special Personal Characteristics:</i>	
SPC1	Demonstrate creative and artistic ability.
SPC2	Demonstrate managerial and administrative ability.
SPC3	Demonstrate tact and keenness of observation.
SPC4	Demonstrate honesty and integrity.